



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

William C. Oldaker, Treasurer
Glacier PAC
818 Connecticut Avenue, NW, Suite 1100
Washington, DC 20006

DEC 1 5 2000

Identification Number: C00353953

Reference: July Monthly Report (6/01/00-6/30/00)

Dear Mr. Oldaker:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses limited payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule H4, supporting Line 21(a) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

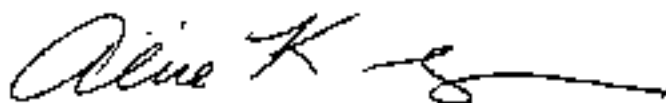
Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the

non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If these services have been provided by volunteers, please confirm this in writing.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alice Kang", followed by a long horizontal flourish.

Alice Kang
Reports Analyst
Reports Analysis Division

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems.

2. The second section focuses on the role of technology in modern record management. It highlights how cloud storage and data analytics tools can significantly improve the efficiency and security of record-keeping processes. The author provides examples of successful implementations and discusses potential challenges, such as data privacy concerns and system integration issues.

3. The third part of the document addresses the legal and regulatory requirements for record management. It details the specific rules and standards that organizations must follow to ensure compliance, particularly in industries with strict regulations like healthcare and finance. The text also discusses the importance of regular audits and updates to record management policies.

4. The final section offers practical advice and best practices for implementing a robust record management system. It includes a checklist of key tasks, such as defining retention periods, establishing access controls, and conducting regular backups. The author concludes by emphasizing the long-term benefits of a well-maintained record management system, including improved decision-making and risk reduction.